

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4110    **TITLE:** POLICE CAPTAIN

**GRADE:** O-28

**DEFINITION:**

Commands a district station or major division (e.g., Organized Crime, Major Crime, Special Operations, Traffic, or Youth Services) of the Police Department; or serves as duty officer; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Police Second Lieutenant, Police Lieutenant, and Police Captain classes differ in terms of their span of control and degree of accountability. Police Second Lieutenants manage and are fully accountable for a section within a major division or a squad within a district station. Police Lieutenants serve as second-in-command in a district station or major division. Police Captains manage and are fully accountable for a district station or major division.

**ILLUSTRATIVE DUTIES:**

Plans, coordinates, and administers the operation of a major division within the Police Department;  
Evaluates divisional operations to establish or revise procedures and policies;  
Serves as duty officer as assigned;  
Makes reports and recommendations to superiors;  
Supervises the maintenance of proper traffic control and accident investigation;  
Directs the patrol of assigned areas and the prevention of crime and the arrest of violators;  
Plans and supervises the investigation of misdemeanors and felonies;  
Transmits instructions and policies to subordinates;  
Assists in the instruction and training of police personnel;  
Resolves disciplinary problems;  
Attends staff meetings to discuss effectiveness of operating procedures and needed changes;  
Supervises the preparation of reports, and revisions to the reports of subordinates as necessary.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the practices of human resource management, budgeting, program planning, and administration, and the ability to apply them;  
Knowledge of crime investigation and prevention methods;  
Knowledge of the principles and practices of police administration;  
Knowledge of the rules of evidence and laws governing the custody of persons;  
Ability to analyze law enforcement problems and adopt an effective course of action;  
Ability to plan and coordinate the work of a number of subordinate police officers;  
Ability to prepare accurate and comprehensive reports.

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**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to:  
Graduation from high school or a G. E. D. issued by a state department of education; PLUS  
One year of experience as a Fairfax County Police Lieutenant.

Must be currently serving as a Fairfax County Police Lieutenant to be eligible for examination for this rank.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a valid Motor Vehicle Driver's License;  
Certification as a Law Enforcement Officer by the Virginia Department of Criminal Justice Services;  
Certification in the Virginia Crime Information Network (VCIN);  
Certification in firearms proficiency.

**NECESSARY SPECIAL REQUIREMENTS:**

Must be a citizen of the United States;  
Must have successfully completed a criminal background investigation, a polygraph examination, a psychological examination, and a physical ability test prior to appointment;  
Must be able to perform essential job functions (reasonable accommodation may be made on a case-by-case-basis);  
Must have never committed, been involved in, or been convicted of, a felony or serious misdemeanor;  
Must be of good character and reputation.

REVISED:                      October 1, 1999

REVISED:                      October 25, 1985